

SYSTEM SECURITY AND PRIVACY PLAN

*Real Estate Assessment Center
Resident Assessment Subsystem (RASS)
Release 8.4.0.0*

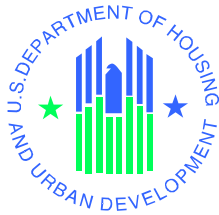
U.S. Department of Housing and Urban Development

Version 1

July 20, 2004

Revision Sheet

Revision No.	Date	Revision Description
Rev. 1	07/20/2004	Final Revision
Rev. 1.0	06/17/2004	System Security and Privacy Plan Initial Revision
Rev. 1.1	07/14/2004	Internal Review
Rev. 1.2		Client Review



System Security and Privacy Plan Authorization Memorandum

I have carefully assessed the System Security and Privacy Plan Authorization Memorandum for the Resident Assessment Subsystem, RASS Release 8.4.0.0. This document has been completed in accordance with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted as final.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

Delton Nichols
RASS Project Manager

DATE

Yangja Lee
RASS GTM/IT Manager

DATE

SYSTEM SECURITY AND PRIVACY PLAN

TABLE OF CONTENTS

	<u>Page #</u>
1.0 GENERAL INFORMATION.....	1-1
1.1 Purpose.....	1-1
1.2 Scope.....	1-1
1.3 System Overview.....	1-2
1.4 Project References.....	1-3
1.5 Acronyms and Abbreviations.....	1-7
1.6 Points of Contact.....	1-8
1.6.1 Information.....	1-8
1.6.2 Coordination.....	1-8
1.7 Assumptions and Dependencies.....	1-9
2.0 SECURITY CONSIDERATIONS.....	2-1
2.1 Information Sensitivity.....	2-1
2.1.1 Applicable Laws.....	2-1
2.1.2 Need for Protective Measures.....	2-1
2.1.3 Sensitivity.....	2-1
2.1.4 Security Risk.....	2-2
2.2 System Security Measures.....	2-2
2.2.1 Control Measures.....	2-2
2.2.2 Security Awareness Training.....	2-2
2.2.3 System Security.....	2-2

1.0 GENERAL INFORMATION

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1.1 Purpose

The Resident Assessment Subsystem (RASS) System Development Methodology (SDM) System Security and Privacy Plan for Release 8.4.0.0 is one of four Housing and Urban Development (HUD) SDM Define Phase deliverable documents required from the RASS Team. This SDM Define Phase deliverables includes the System Support and Acquisition Plan, the Functional Requirements Document, the Data Requirements Document and the Security and Privacy Plan

This document outlines Subsystem Security for RASS Release 8.4.0.0. This release will include new functionalities such as restricting PHA's to enter Implementation Plan activity dates to a user-defined window, an At-risk PHA report, and capability to assign last year's survey scores for selected PHA's. This release will also upgrade existing functionalities, including updating reports to support PHAS regulations, displaying section-level scores on the Demographic report, and enhancing the PHA History report to display various counts of units and occupied addresses. Certain deficiencies will be addressed as well in this release. The RASS component access dates will be standardized, the undeliverable address count on the Required Survey Threshold report will be fixed, and the Comment functionality on the Review/Approve PHA Scores report will be modified. Finally, because the calculation of consortia scores is being moved outside the PIH-REAC Secure Systems, the entire consortia functionality will be removed from the RASS system.

1.2 Scope

RASS Release 8.4.0.0 will expand on RASS Release 8.3.1.0 functionality and will be implemented by December 17, 2004. The following table describes the functionality to be implemented.

New Capabilities (High Level)
1. Update the RASS Implementation Plan Activity functionality to ensure that PHAs perform activities to implement the survey close to the defined Implementation Plan window.
2. Create an At-risk PHA report to pull up a list of PHAs for a selected field office that are at risk of failing RASS.
3. Enhance the scoring process to provide the capability to automatically assign last year's survey scores for a selected PHA.

Upgraded Capability (High Level)
1. Update reports to support the changes to the PHAS regulations such as the Small PHA Deregulation Rule and FYE changes.
2. Expand the Demographic report to display PHA level survey section scores by a resident's age and gender.
3. Enhance the PHA History Report to display the total number of units, the number of low rent units, the number of Section 8 units, the number of occupied units for a PHA and update the Follow-up Plan certification information column to display "Not Required" if the Follow-Up Plan certification is not required.

1.0 General Information

Elimination of Deficiencies	
1.	Standardize the RASS Component access dates by implementing the same logic for inserting the certification window dates and the logic for verification against dates for all three components.
2.	Fix the undeliverable address count calculation on the Required Survey Size Threshold Report to only display the counts for selected FYE.
3.	Fix the Comment functionality on the Review/Approve PHA Scores report to work with special characters.

Elimination/Reduction of Capabilities No Longer Needed	
1.	Update the RASS online system to remove the consortia functionality as the calculation of a consortia PHA's score is being moved outside the PIH-REAC's Secure Systems.

1.3 System Overview

The following table identifies the system environment for RASS Release 8.4.0.0.

System Environment	
System	Real Estate Assessment Center System (REACS)
Subsystem	Resident Assessment Subsystem (RASS).
Sponsor	Public and Indian Housing – Real Estate Assessment Center (REAC)
PCAS	00307680
System Code	P089
System Category	Non-major
Operational Status	Operational
System Environment	Web Based
Requirements	Quality Software Services, Inc. (QSSI - Functional and System Requirements)
Design	QSSI
Development	QSSI
System and Integration Testing	QSSI
User Acceptance Testing	HUD RASS Client Team
Deployment	QSSI with REAC DCG (Paradigm/ Booz-Allen & Hamilton)
Maintenance	QSSI

1.0 General Information

The following table identifies and briefly describes the different users of RASS.

User Environment	
REAC RASS Business Support Team	The REAC RASS Business Support Team uses RASS to view PHA and development-level scoring and certification reports and Multifamily Survey result information. The team also uses the system to complete the various processes (Unit Address Sampling; Implementation Plan; Survey and Follow-up Plan Scoring; RASS Score Approval) required during resident assessment.
Public Housing Agency (PHA)	PHA(s) use RASS to participate annually in the Resident Assessment process. PHA(s) certify their unit addresses, complete an Implementation Plan for resident notification about the annual resident survey process, and complete a Follow-up Plan outlining sources of funding and dates to be completed for required areas (low-scoring survey sections) identified by the resident survey results. PHA(s) may also use the system to view survey result and resident response rate information.
Survey Administrator	After the sampling program has generated a file of units to be surveyed, RASS downloads the sample file to the Survey Administrator. The Survey Administrator distributes the RASS survey to the units indicated in the sample file. Once the Survey Administrator collects and analyzes survey data, the survey results and response rate information are uploaded in RASS from the Survey Administrator so that PHA(s) and Multifamily Owners/Agents may view this information.
Multifamily (MF) Owners/Agents	MF Owners/Agents use RASS to view survey result information for their assigned properties.
Other HUD Users (includes HUD PIH Field Offices)	All other HUD users have read-only access to RASS in order to review PHA and Multifamily Housing development or property level survey result information.

1.4 Project References

The following documents are available to provide a comprehensive understanding of the resident assessment process. Most documents are available via the REAC Document Library.

Release 8.4.0.0
"RASS Release 8.4.0.0 Data Requirements Document", QSSI, 7/20/04.
"RASS Release 8.4.0.0 Functional Requirements Document", QSSI, 7/20/04.
"RASS Release 8.4.0.0 System Support & Acquisition Plan", QSSI, 7/20/04.
"RASS Release 8.4.0.0 System Security & Privacy Plan", QSSI, 7/20/04.
"RASS Release 8.4.0.0 Needs Statement", QSSI, 6/30/04.
"RASS Release 8.4.0.0 Project Plan", QSSI, 6/30/04.
"RASS Release 8.4.0.0 Feasibility Study", QSSI, 6/30/04.
"RASS Release 8.4.0.0 Cost/Benefit Analysis", QSSI, 6/30/04.
"RASS Release 8.4.0.0 System Decision Paper", QSSI, 6/30/04.

Release 8.3.0.0

1.0 General Information

Release 8.3.0.0
"RASS Release 8.3.0.0 User's Manual", QSSI, 06/11/04
"RASS Release 8.3.0.0 Maintenance Manual", QSSI, 06/11/04
"RASS Release 8.3.0.0 Operations Manual", QSSI, 06/11/04
"RASS Release 8.3.0.0 System Test Results and Evaluation Report", QSSI, 4/15/04
"RASS Release 8.3.0.0 Validation, Verification, and Testing Plan", QSSI, 03/16/04
"RASS Release 8.3.0.0 Training Plan", QSSI, 03/16/04
"RASS Release 8.3.0.0 System-Subsystem Specifications", QSSI, 03/16/04
"RASS Release 8.3.0.0 Program Specifications", QSSI, 03/16/04
"RASS Release 8.3.0.0 Database Specification", QSSI, 03/16/04
"RASS Release 8.3.0.0 Unit Test Plan", QSSI, 03/09/04
"RASS Release 8.3.0.0 Data Requirements Document", QSSI, 12/19/03.
"RASS Release 8.3.0.0 Functional Requirements Document", QSSI, 12/19/03.
"RASS Release 8.3.0.0 System Support & Acquisition Plan", QSSI, 12/19/03.
"RASS Release 8.3.0.0 System Security & Privacy Plan", QSSI, 12/19/03.
"RASS Release 8.3.0.0 Needs Statement", QSSI, 12/09/03.
"RASS Release 8.3.0.0 Project Plan", QSSI, 12/09/03.
"RASS Release 8.3.0.0 Feasibility Study", QSSI, 12/09/03.
"RASS Release 8.3.0.0 Cost/Benefit Analysis", QSSI, 12/09/03.
"RASS Release 8.3.0.0 System Decision Paper", QSSI, 12/09/03.
"RASS Release 8.3.0.0 Risk Analysis", QSSI, 12/09/03.

Release 8.2.0.0
"RASS Release 8.2.0.0 Test Results and Evaluation Report", QSSI, 11/21/03.
"RASS Release 8.2.0.0 Program Specifications", QSSI, 11/14/03.
"RASS Release 8.2.0.0 Functional Requirements Document", QSSI, 10/21/03.
"RASS Release 8.2.0.0 System Specifications Document", QSSI, 10/21/03.
"RASS Release 8.2.0.0 Unit Test Plan", QSSI, 10/20/03.
"RASS Release 8.2.0.0 Project Plan", QSSI, 10/09/03.

Releases 8.0.0.0 & 8.1.0.0
"RASS Releases 8.0.0.0 & 8.1.0.0 Maintenance Manual", QSSI, 06/17/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 Operations Manual", QSSI, 06/17/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 Unit Test Plan", QSSI, 06/17/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 User's Manual", QSSI, 06/17/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 User's Manual Appendix", QSSI, 06/17/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 System Specifications Document", QSSI, 04/30/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 Program Specifications Document", QSSI, 04/30/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 Validation and Verification Plan", QSSI, 04/30/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 Training Plan", QSSI, 04/30/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 Database Specifications Document", QSSI, 04/30/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 Data Requirements Document", QSSI, 03/18/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 Functional Requirements Document", QSSI, 03/18/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 System Support & Acquisition Plan", QSSI, 03/18/03.
"RASS Releases 8.0.0.0 & 8.1.0.0 System Security & Privacy Plan", QSSI, 03/18/03.

1.0 General Information

Releases 8.0.0.0 & 8.1.0.0
"RASS Releases 8.0.0.0 Needs Statement", QSSI, 01/10/03.
"RASS Releases 8.0.0.0 Project Plan", QSSI, 01/10/03.
"RASS Releases 8.0.0.0 Feasibility Study", QSSI, 01/10/03.
"RASS Releases 8.0.0.0 Cost/Benefit Analysis", QSSI, 01/10/03.
"RASS Releases 8.0.0.0 System Decision Paper", QSSI, 01/10/03.
"RASS Releases 8.0.0.0 Risk Analysis", QSSI, 01/10/03.

Release 7.1.0.0
"RASS Release 7.1.0.0 User's Manual", Accenture, 01/25/2002.
"RASS Release 7.1.0.0 Integration Test Results and Evaluation Report", Accenture, 01/25/2002.
"RASS Release 7.1.0.0 System Test Results and Evaluation Report", Accenture, 01/25/2002.
"RASS Release 7.1.0.0 Release Notes", Accenture, 01/22/2002.
"RASS Release 7.1.0.0 Test Plan", Accenture, 12/18/2001.
"RASS Release 7.1.0.0 Validation, Verification, and Testing Plan", Accenture, 12/11/2001.
"RASS Release 7.1.0.0 System/Subsystem Specifications", Accenture, 11/15/2001.
"RASS Release 7.1.0.0 Database Specifications", Accenture, 11/15/2001.
"RASS Release 7.1.0.0 Program Specifications", Accenture, 11/15/2001.
"RASS Release 7.1.0.0 System Support and Acquisition Plan", Accenture, 11/06/2001.
"RASS Release 7.1.0.0 Functional Requirements Document", Accenture, 11/06/2001.
"RASS Release 7.1.0.0 Data Requirements Document", Accenture, 11/06/2001.
"RASS Release 7.1.0.0 System Security and Privacy Plan", Accenture 11/06/2001.
"RASS Release 7.1.0.0 Needs Statement", Accenture, 10/22/01.
"RASS Release 7.1.0.0 Project Plan", Accenture, 10/22/01.
"RASS Release 7.1.0.0 Feasibility Study", Accenture, 10/22/01.
"RASS Release 7.1.0.0 Cost/Benefit Analysis", Accenture, 10/22/01.
"RASS Release 7.1.0.0 Risk Analysis", Accenture, 10/22/01.

Release 7.0.0.0
"RASS Release 7.0.0.0 User's Manual", Accenture, 09/21/2001.
"RASS Release 7.0.0.0 System Decision Paper", Accenture, 09/21/01.
"RASS Release 7.0.0.0 Maintenance Manual", Accenture, 09/21/2001.
"RASS Release 7.0.0.0 Operations Manual", Accenture, 09/21/2001.
"RASS Release 7.0.0.0 Installation and Conversion Plan", Accenture, 09/21/2001.
"RASS Release 7.0.0.0 Integration Test Results and Evaluation Report", Accenture, 09/21/2001.
"RASS Release 7.0.0.0 System Test Results and Evaluation Report", Accenture, 08/30/2001.
"RASS Release 7.0.0.0 Release Notes", Accenture, 08/08/2001.
"RASS Release 7.0.0.0 Test Plan", Accenture, 07/19/2001.
"RASS Release 7.0.0.0 Training Plan", Accenture, 06/20/2001.
"RASS Release 7.0.0.0 Validation, Verification, and Testing Plan", Accenture, 06/20/2001.
"RASS Release 7.0.0.0 System/Subsystem Specifications", Accenture, 06/08/2001.
"RASS Release 7.0.0.0 Database Specifications", Accenture, 06/08/2001.
"RASS Release 7.0.0.0 Program Specifications", Accenture, 06/08/2001.
"RASS Release 7.0.0.0 Project Schedule/ Work plan", Accenture, 05/31/2001.
"Accenture Quality Control Plan", Accenture, 05/31/2001.

1.0 General Information

Release 7.0.0.0
"RASS Release 7.0.0.0 System Support and Acquisition Plan", Accenture, 05/14/2001.
"RASS Release 7.0.0.0 Functional Requirements Document", Accenture, 05/14/2001.
"RASS Release 7.0.0.0 Data Requirements Document", Accenture, 05/14/2001.
"RASS Release 7.0.0.0 System Security and Privacy Plan", Accenture 05/14/2001.
"RASS Release 7 Multifamily Functionality Business Requirements Document (draft)", Version 1.1, KPMG, 04/25/2001.
"FY2001 Resident Assessment Risk Assessment (Update)", Accenture, 05/15/2001.
"FY2001 Resident Assessment Feasibility Study (Update)", Accenture, 05/15/2001.
"FY2001 Resident Assessment Cost/Benefit Analysis (Update)", Accenture, 05/15/2001.
"FY2001 Resident Assessment Project Plan (Update)", Accenture, 05/15/2001.
"FY2001 Resident Assessment Needs Statement (Update)", Accenture, 05/15/2001.
Release 6.0.0.0
"RASS Release 6.0.0.0 Test Results and Evaluation Report", Accenture, 05/04/2001.
"RASS Release 6.0.0.0 User's Manual", Accenture, 05/04/2001.
"RASS Release 6.0.0.0 Maintenance Manual", Accenture, 05/04/2001.
"RASS Release 6.0.0.0 Operations Manual", Accenture, 05/04/2001.
"RASS Release 6.0.0.0 Test Plan (Unit)", Accenture, 05/04/2001.
"RASS Release 6.0.0.0 Installation and Conversion Plan", Accenture, 05/04/2001.
"RASS Release 6.0.0.0 Training Plan", Accenture, 02/16/2001.
"RASS Release 6.0.0.0 Validation, Verification, and Testing Plan", Accenture, 02/16/2001.
"RASS Release 6.0.0.0 Database Specifications Document", Accenture, 1/19/2001.
"RASS Release 6.0.0.0 System/Subsystem Specifications Document", Accenture, 1/19/2001.
"RASS Release 6.0.0.0 Program Specifications Document", Accenture, 1/19/2001.
"RASS Release 6.0.0.0 Functional Requirements Document (Addendum)", Accenture, 01/19/2001.
"RASS Release 6.0.0.0 System Support and Acquisition Plan", Accenture, 12/15/2000.
"RASS Release 6.0.0.0 Functional Requirements Document", Accenture, 12/15/2000.
"RASS Release 6.0.0.0 Data Requirements Document", Accenture, 12/15/2000.
"RASS Release 6.0.0.0 System Security and Privacy Plan", Accenture 12/15/2000.
"Business Requirements Document for Project-Level Sampling (final)", Version 2.0, KPMG, 12/5/2000.
"RASS Release 6.0.0.0 JAD Session Results", Accenture, 11/20/2000.
"FY2001 Resident Assessment Risk Assessment", Accenture, 06/14/2000.
"FY2001 Resident Assessment Feasibility Study", Accenture, 06/14/2000.
"FY2001 Resident Assessment Cost/Benefit Analysis", Accenture, 06/14/2000.
"FY2001 Resident Assessment Project Plan", Accenture, 06/14/2000.
"FY2001 Resident Assessment Needs Statement", Accenture, 06/14/2000.
"Resident Assessment Functional Requirements Document", Version 1.0, Accenture, 06/02/1999.
"REAC Security Plan", Version 1.0, ATS, 11/19/1999.
"Public Housing Assessment Systems Final Rule", 24 CFR Parts 901 and 902, 1/11/2000.
"HUD ADP Documentation Standards: Directive Number 2400.15".
"HUD ADP Security Program: Directive Number 2400.24".
"HUD Records Disposition Scheduling for Automated Systems: Directive Number 2229.1".
"System Development Methodology, Release 6.01".
"HUD Business Resumption Plan".

1.0 General Information

1.5 Acronyms and Abbreviations

The following table defines terms and acronyms that may be used throughout RASS Release 8.4.0.0 SDM Define Phase Documentation.

Term	Definition
APP	Annual Performance Plan
BAH	Booz-Allen & Hamilton
BOP	Business Operating Plan
BRD	Business Requirements Document
DCG	Development Coordination Group
FRD	Functional Requirements Document
FYE	Fiscal Year End
HA	Housing Agency/Housing Authority
HUD	Department of Housing and Urban Development
HUDCAPS	HUD Central Accounting Processing System
HUDWeb	HUD's Intranet Web Site
JAD	Joint Application Development
MF	Multifamily
MFH	Multifamily Housing
NASS	Integrated Assessment Subsystem
OMB	Office of Management and Budget
PDF	Portable Document Format
PHA	Public Housing Agency/Public Housing Authority
PHAS	Public Housing Assessment System
PIC	PIH Information Center
PIH	Public and Indian Housing
POC	Point of Organizational Contact
QSSI	Quality Software Services, Inc.
RASS	Resident Assessment Subsystem
REAC	Real Estate Assessment Center
REACS	Real Estate Assessment Center System
SDM	System Development Methodology
SOA	Section of the Act
TAC	Technical Assistance Center (formerly the Customer Service Center)
TARC	Troubled Agency Recovery Center
TRACS	Tenant Rental Assistance Certification System
TBD	To Be Defined
UAT	User Acceptance Testing
WASS	Web Access Security System

1.0 General Information

1.6 Points of Contact

1.6.1 Information

The following table lists Points of Organizational Contact (POCs) that may be beneficial for future reference.

Contact Name	Organization	Telephone Number
Linda M. Hooks	HUD – Contracting Officer	202-708-1772 ext.5474
Marian Louden	HUD – GTR	202-708-1817 ext.7165
Delton Nichols	REAC – RASS Project Manager	202-708-4932 ext.3115
Yangja K. Lee	REAC – RASS GTM/IT Manager	202-708-4932 ext.3081
Kevin N. Jones	REAC – RASS Assistant IT Manager	202-708-4932 ext.3111
Patrick Evans	BAH	202-708-4932 ext.3021
Gautam Ijoor	QSSI	202-708-4932 ext.3307
Alex Rozental	QSSI	202-708-4932 ext.3495
Eugene Lubarsky	QSSI	202-708-4932 ext.3214
Robin Hilton	QSSI	202-708-4932 ext.3469
Tanuj Sinha	QSSI	202-708-4932 ext.3499
Theresa Han	QSSI	202-708-4932 ext.3214
Robert Armstrong	QSSI	202-708-4932 ext.3929

Contact	Contact Information
RASS System Administrator	Delton Nichols, in coordination with the WASS subsystem, will facilitate RASS system administration as needed. 202-708-4932 ext.3115
REAC Technical Assistance Center	1-888-245-4860
REAC RASS E-mail address	REAC_RASS@hud.gov
REAC Internet Site	http://www.hud.gov/offices/reac/index.cfm
REAC RASS Internet Site	http://www.hud.gov/offices/reac/products/prodrass.cfm
REAC Intranet Site	http://hudweb.hud.gov/po/reac
HUD Customer Service Center Branch	1-202-708-3300

1.6.2 Coordination

Coordination must occur among the following organizations to successfully implement RASS Release 8.4.0.0:

Organization	Support Function
Paradigm Soln./BAH	Development Coordination, Installation, Deployment
HUD IT	Implementation Coordination, Installation, Deployment

1.0 General Information

Organization	Support Function
Mandaree/Pea rson	3 rd Party Contractor: Resident Communication/Survey Support
QSSI	Requirements, Design, Development, Testing, Maintenance, Technical Support /Operations, Project Management
REAC	Business Requirements Support, Project Management
WASS	Security

1.7 Assumptions and Dependencies

The following list of assumptions and constraints are involved in the successful development of RASS Release 8.4.0.0:

Assumptions:

- Funding - Adequate funding will be provided for planning, documenting requirements and design, developing, and testing all modifications being incorporated into RASS Release 8.4.0.0.
- Operating Environment - The RASS web application will remain on HUDAPPS, and RASS data will be stored in the reacs database on the NTHCCP08 server.
- DCG will provide the necessary infrastructure to support RASS Release 8.4.0.0 functionality.
- System Interaction - RASS interfaces with NASS, WASS, TRACS and PIC will be maintained. Coordination between the business users, requirements, design team and development team of these systems will be also be maintained.

Dependencies:

- Legislative/Policy - Functionality incorporated into RASS Release 8.4.0.0 must support PHAs in meeting HUD's PHAS Rule requirements.

2.0 SECURITY CONSIDERATIONS

2.0 Security Considerations

2.0 SECURITY CONSIDERATIONS

2.1 Information Sensitivity

The following sections will provide an overview of the HUD REAC RASS information sensitivity.

2.1.1 Applicable Laws

All applicable laws concerning data in the RASS Release 8.4.0.0 are contained in the HUD Security Handbook 2400.24 REV-1 and its supporting documentation.

2.1.2 Need for Protective Measures

The Resident Assessment Subsystem (RASS) is the electronic communication and data storage system developed by REAC to support the administration of the resident survey. RASS currently has in place application-level security to protect Public Housing Agency (PHA) and Multifamily Housing (MF) user submissions to HUD REAC RASS in addition to internal HUD REAC business user actions. Reference Section 2.2, System Security Measures, for the detailed description of the application-level security in place. Additionally, RASS includes application-level security for HUD Multifamily (MF) owner and agent users.

2.1.3 Sensitivity

RASS currently captures the resident satisfaction indicator information as mandated under the Public Housing Assessment System (PHAS) Rule. RASS public housing functions include system functions to support resident sampling by development, survey results by development, reporting analysis by development, updates to support consortia PHAs, updates to support FYE changes, and standardized/enhanced screen layouts. RASS maintains current production functions supporting preparing, conducting, processing, and communicating Customer Satisfaction Assessment survey results to Public Housing Agencies (PHAs). RASS public housing functions also include PIH Field Office reporting functionality, an interface with the PIC unit address database, and on-line guidance for PHAs on using the Resident Survey process to improve their management practices.

In addition to the current RASS public housing functions, RASS supports the FHA Multifamily tenant survey efforts. RASS functions currently support the Multifamily Customer Service and Satisfaction survey process, including survey preparation, processing steps, and communication of the Multifamily Customer Service and Satisfaction surveys.

RASS has been in production since spring of 1999. In order to continue providing accurate resident assessment results to Public Housing Agencies and Multifamily Housing owners and agents, it is critical that RASS maintain current data quality control points to ensure the overall integrity and quality of RASS data. Examples of RASS data include PHA unit address data, survey results, PHA RASS certification information, unit address sampling information, and RASS scores. Reference RASS Define

2.0 Security Considerations

documentation for information specific to RASS quality control efforts and implemented system control points.

Although the overall sensitivity of RASS data is not high, it is necessary that RASS protect the confidentiality, integrity, and availability of internal and external data. Section 2.1.4 Security Risk provides the security risk for each protection area. It should be noted that RASS does not deal with financial or personal information such as a social security number.

2.1.4 Security Risk

The following table provides an estimated risk level associated with the result of loss, misuse, or unauthorized access to or modification of information in RASS.

Protection Area	Risk Level
Confidentiality	Medium
Integrity	High
Availability	High

2.2 System Security Measures

The following sections provide the RASS security measures currently in place.

2.2.1 Control Measures

Currently, automated control measures are in place at the application level for RASS. Within each RASS function, user ID security role and action assignments are validated to restrict inappropriate internal and external access to RASS. Reference Section 2.2.3 System Security of this plan for an overview of the RASS security control measures.

2.2.2 Security Awareness Training

Reference Section 4 part B in the HUD REAC Security Plan and Chapter 8 in the HUD ADP Security Program Handbook 2400.24 REV-1 for security awareness training that is used for internal and external HUD RASS users.

2.2.3 System Security

RASS uses HUD's Web Access Security Subsystem (WASS). The following is an excerpt from the REAC Security Plan.

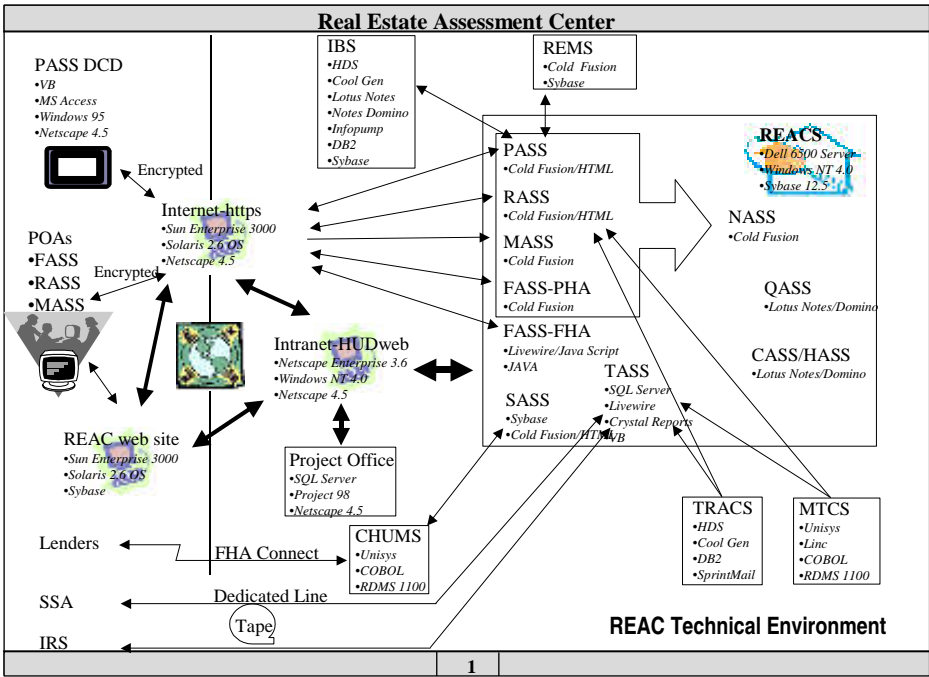
WASS combines the capabilities of Secure Systems and Secure Connection into a single security system entity. WASS – Secure Connection is utilized by HUD's business partners to register for a user ID and access the HUD systems environment via the Internet. Once a business partner

2.0 Security Considerations

successfully registers for a user ID, he/she can establish an encrypted connection to the HUD systems environment via a Netscape Enterprise Server.

WASS - Secure Systems is accessed by HUD’s business partners via Secure Connection. HUD staff access Secure Systems via HUDWeb, HUD’s Intranet, by logging into the HUD network. If a user has the authority to administer system security, he/she will be provided with links to the Secure Systems security administration pages. These pages enable the user to administer system security in the context of system maintenance, user id maintenance, business partner maintenance, Multifamily housing property assignments, Public Housing Authority (PHA) assignments, assistance contract assignments, and password changes.

The following diagram illustrates the REAC technical environment.



End of excerpt from the REAC Security Plan, dated 11/19/1999. The above-mentioned REAC Security Plan excerpt was not written by QSSI.

The following RASS security table provides an overview of the security necessary for each RASS functional area. The table consists of the user/role, area, security protocol, and type of access. The user/role specifies to which the security applies. The area specifies the RASS function for which the security should be applied. The security protocol specifies the method that the user group should use to retrieve their user ID and get security. The type of access specifies the authority actions that the user group will have in the specified area. Reference the role/action code matrix for information specifying extent of write access (example: save versus certify or approve authority).

2.0 Security Considerations

The following information will be updated and included in RASS Release 8.4.0.0 system requirements documentation.

User/Role	Area	Security Protocol	Type of Access
PHA Submitter PHA Certifier	Unit Address Implementation Plan Follow up Plan	Secure Connection "M" user ID	Read/Write
PHA Submitter PHA Certifier	PHA Main Screen Media Packet	Secure Connection "M" user ID	Read
Guest REAC RASS Coordinator REAC RASS Manager REAC RASS Statistician	Internal Reports	HUD ADP Security "H or C" user ID No user ID is necessary for guest.	Read
REAC RASS Coordinator REAC RASS Manager	Implementation Plan Template Resident Communications Media Packet Survey Contents Sampling Parameters Business Calendar	HUD ADP Security "H or C" user ID	Read/Write
Guest	Implementation Plan Template Resident Communications Media Packet Survey Contents Sampling Parameters	HUD ADP Security "H or C" user ID No user ID is necessary for guest.	Read
REAC RASS Manager	Generate Score Generate Sample Score Results (includes adjustment)	HUD ADP Security "H or C" user ID	Read/Write
REAC RASS Statistician REAC RASS Manager	Sampling Parameters	HUD ADP Security "H or C" user ID	Read/Write
REAC RASS Coordinator REAC RASS Statistician	Score Results	HUD ADP Security "H or C" user ID	Read
REAC RASS Manager REAC RASS Statistician	Survey Weight	HUD ADP Security "H or C" user ID	Read/Write
REAC RASS Coordinator REAC RASS Statistician	Score Results	HUD ADP Security "H or C" user ID	Read
REAC RASS Manager	PHA Access Dates PHA Decertification	HUD ADP Security "H or C" user ID	Read/Write
REAC RASS Coordinator REAC RASS Manager	Information to be provided to Survey Administrator	HUD ADP Security "H or C" user ID	Read/Write
REAC RASS Project Manager	PHA Status Designation	HUD ADP Security "H or C" user ID	Read/Write

2.0 Security Considerations

User/Role	Area	Security Protocol	Type of Access
REAC RASS Survey Administrator	Survey Administrator Communications	Secure Connection “T” user ID	Read/Write
REAC RASS Multifamily Housing Reviewer	Internal Multifamily Reports	HUD ADP Security “H or C” user ID	Read/Write
REAC RASS Multifamily Owner or Managing Agent	External Multifamily Property Selection External Multifamily Survey Section Results	Secure Connection “M” user ID	Read/Write

Role Codes

Appropriate security profiles will enable REAC to accomplish the mission of RASS in an auditable manner. Roles identified for RASS are described below.

Role Code	Role	Definition
GUS	Guest	This role is for other HUD users.
MHR	REAC RASS MF Housing Reviewer	This is an internal role for the REAC MF user given the authority to review MF information.
MOA	REAC RASS MF Owner or Managing Agent	This is an external role for MF Owners or Managing Agents needing the authority to review their property survey results.
PCR	PHA Certifier	This external role is for PHA users who will be submitting and certifying data to REAC.
PSB	PHA Submitter	This external role is for PHA users who will be submitting data to REAC.
RCA	RASS Calendar Administrator	This internal role is for RASS Business Calendar Administrator.
RPM	RASS Program Manager	This internal role is for the RASS Program Manager.
RRC	REAC RASS Coordinator	This internal role is for the REAC RASS Coordinators.
RRM	REAC RASS Manager	This internal role is for the REAC RASS Manager.
RSS	REAC RASS Statistician	This internal role is for the REAC RASS Statisticians.
RTP	REAC RASS Third Party Contractor	This external role is for REAC RASS Third Party Contractors.

Action Codes

Due to the varied functionality of the system, it is necessary to control user access to the system based upon defined user roles and assigned actions. Actions identified for RASS are described below.

2.0 Security Considerations

Action Code	Description
AIN	Approve Initial Letter Components
AMP	Approve Media Packet Template Components
ARS	Approve RASS Scores
ASY	Approve Survey Components (content, weights, recommendations)
CFP	Certify PHA Follow-up Plan Data
CIN	Create/Save/Update Initial Letter Components
CIP	Certify PHA Implementation Plan Data
CMP	Create/Save/Update Media Packet Template Components
CRI	Create RASS Fiscal Year Assessment Ids
CRS	Create/Save/Update RASS Scores
CSP	Create/Save/Update Scoring Parameters
CSY	Create/Save/Update Survey Components (content, weights, recommendations)
CTC	Create/Save/Update Third Party Communication Components
CUA	Certify Validated PHA Unit Address Data
DFP	Decertify Follow-up Plan
DIP	Decertify Implementation Plan
DUA	Decertify Unit Address
PTC	Post Third Party Communication Components
RFP	Read PHA Follow-up Plan Data
RIN	Read Initial Letter Components
RIP	Read PHA Implementation Plan Data
RMP	Read Media Packet Template Components
RMR	Read MF Results (external MF)
RPM	Read PHA Main Screen
RPR	Read RASS PHA Reports (generated from RASS PHA Main Screen)
RRM	Read RASS Main Screen
RRR	Read RASS REAC Reports (generated from RASS Main Screen)
RRS	Read RASS Scores
RSD	RASS PHA Status Designation
RSP	Read Scoring Parameters
RSR	Read Survey Results (internal MF)
RSY	Read Survey Components (content, weights, recommendations)
RTC	Read RASS Third Party Communication Components
SBC	Create/Save/Update Business Calendar
SFP	Save/Update PHA Follow-up Plan Data
SIP	Create/Save/Update PHA Implementation Plan Data
SSR	Read/Download Third Party Communication Components, Save/Upload Survey Results and Undeliverable Mail files
SUA	Create/Save/Update Validated PHA Unit Address Data

Role / Action Code Matrix

One or many actions can be assigned to each role. Roles will be assigned to a user ID by the designated coordinator for external users and a HUD Security administrator for internal users. Designated

2.0 Security Considerations

coordinators for external HUD business partners will receive their user IDs through the main contracting officer for the business partner (example: Executive Director for Public Housing Agencies). HUD Security administrators will get Project Manager approval for all internal role assignments. The following table describes the actions assigned to each role.

Action Code	GUS	MHR	MOA	PCR	PSB	RCA	RPM	RRC	RRM	RSS	RTP
AIN									X		
AMP									X		
ARS									X		
ASY									X		
CFP				X							
CIN								X	X		
CIP				X							
CMP								X	X		
CRI				X				X	X		
CRS								X	X		
CSP								X	X	X	
CSY								X	X		
CTC								X	X		
CUA				X							
DFP									X		
DIP									X		
DUA									X		
PTC									X		
RFP	X							X	X		
RIN	X										
RIP	X							X	X		
RMP	X										
RMR			X								
RPM				X	X						
RPR				X	X						
RRM	X							X	X	X	
RRR	X							X	X	X	
RRS	X										
RSD							X				
RSP	X										
RSR		X							X		
RSY	X										
RTC	X										
SBC						X					
SFP				X	X						
SIP				X	X			X			
SSR											X
SUA				X	X			X			